

Time Management Expert

User Manual

Content

Introduction.....	3
Application Possibilities.....	3
Summary information	4
Choose time period for report	4
Viewing user activity	5
Binding Activity to the Project / Task	6
Managing Projects - Window «Projects»	7
Managing Tasks - Window «Tasks».....	9
Window «Applications»	11
Window «Web sites»	11
Window «Rules».....	12
Rules examples.....	14
Integration with External Project Management Systems (PMS).....	15
JIRA connection parameters setup.....	15
Projects and Tasks import from JIRA.....	16
Logging work into JIRA	17
Application parameters.....	18

Introduction

We live in the time when word «Efficiency» becomes more and more popular and frequently used in everyday life. The economic crisis, high competition, company profit reduction lead to the need to take into account and monitor how and what we do, how effective we are and find out our unnecessary spends. One of the most important parts of our life is time, in any of its manifestations.

Time is precious in our lives and nothing can stop it, turn it back and we can't buy it. But time is money. Not efficient use of time can lead to unforeseen expenditure in the business, missed projects deadlines and failed contracts. And if you do not supervise under your time and do not take action project will be out of control and the risks will be increased dramatically.

Therefore, it is time to start to control the time and work efficiently. Let's do it.

Application Possibilities

Application Time Management Expert (TME) intended for automation of the time management and project management processes. It is used for audit and analysis of the spent time, save your time and makes work easier, especially if you work with project management systems (Atlassian JIRA).

And as result it improves job efficiency, decrease unreasonable time spends and increase company income.

It is used for following functions:

- Inspection of the user activity on the computer, based on information:
 - Activity type (Active, Out of desk, Locked PC, PC is off)
 - Active application
 - Activity start time, finish time and its duration
 - Window title of the active application for the moment
 - URL addresses of the visited by user site and pages if application is web browser (Internet Explorer, Firefox)
- Storing user activities chronology on PC
- Projects and Tasks support
- Classification of the user activity related to task and project
 - Automatically (based on special rules which are ready for use and can be customized)
 - Manually by user
- Provides time usage reports by different types
 - By activity types
 - By projects
 - By tasks
 - By applications
 - By visited web sites
- Integration with external Project Management Systems (PMS), Atlassian JIRA.
 - Projects and Tasks synchronization from the Atlassian JIRA
 - Perform logging of the work per tasks into the Atlassian JIRA
 - Logging work notification in specified time

Summary information

The main and first window that is displayed to user is summary information window. It displays summary information about user activity grouped by different parameters for selected time period (by default it is current day).

It contains following information:

- Total information by user activity type
 - Active – User works on computer
 - Idle – User is inactive for at least 1 minute (there is no mouse and keyboard activity)
 - Locked – Computer is locked
 - Offline – Computer is Off or application is not started
- Last Activities for selected period of time
- Spent time per Projects
- Spent time per Tasks
- Spent time per Applications
- Spent time per visited Web sites

TME - Time Management Expert

File Activities Projects Tasks Applications Web sites Rules PMS Settings Help

Daily Dashboard 20.04.2015

Total Information

Name	Duration	%
Active	3h 32m 38s	26.55
Idle	3h 13m 17s	24.13
Locked	2m 23s	0.30
Offline	6h 32m 35s	49.02

Last Activities

Application	Start	Finish	Duration	Type	Title	URL
mspaint.exe	20:23:16	20:23:17	00:00:01	Active	TotalWindow - Paint	
explorer.exe	20:23:13	20:23:16	00:00:03	Active	Utilities	
mspaint.exe	20:22:26	20:23:13	00:00:47	Active	TotalWindow - Paint	
explorer.exe	20:22:25	20:22:26	00:00:01	Active	Video	
mspaint.exe	20:21:49	20:22:25	00:00:36	Active	TotalWindowSmall1 - Paint	
tme.exe	20:21:48	20:21:49	00:00:01	Active	TME - Time Management Expert	
mspaint.exe	20:21:47	20:21:48	00:00:01	Active	TotalWindow - Paint	

Projects

Name	Duration	%
Offline	6h 32m 35s	49.10
Idle	3h 13m 17s	24.18
Utilities	1h 43m 09s	12.90
Social Networking	36m 13s	4.53
Entertainment	33m 17s	4.16
Design & Composition	20m 02s	2.51
Communication & Scheduling	8m 06s	1.01
Uncategorized	4m 57s	0.62

Tasks

Name	Duration	%
Web browsers	1h 02m 09s	29.42
General [Social Networking]	36m 13s	17.14
Video	32m 18s	15.29
TME administration	28m 54s	13.68
Writing	20m 02s	9.48
General [Utilities]	12m 06s	5.73
Uncategorized	4m 57s	2.34
Instant Messages & Chats	4m 47s	2.26

Applications

Name	Duration	%
tme.exe	2h 40m 48s	39.65
ieexplore.exe	1h 17m 10s	33.82
mspaint.exe	15m 36s	11.24
winword.exe	10m 06s	4.96
explorer.exe	8m 46s	2.16
opera.exe	8m 30s	2.10
skype.exe	4m 47s	1.18
chrome.exe	4m 09s	1.02

Web sites

Name	Duration	%
https://www.youtube.com	46m 49s	29.56
https://plus.google.com	43m 50s	27.67
http://www.bbc.com	25m 34s	16.14
http://www.smartagile.com	16m 58s	10.71
https://mail.google.com	12m 46s	8.06
https://www.linkedin.com	1m 38s	1.03
https://www.facebook.com	1m 21s	0.85
https://time-management-expert.net	1m 15s	0.79

This window contains 6 square blocks for different total reports: Total Information, Last Activities, Projects, Tasks, Applications and Web sites. Each block has information about spent time per item and its percentage comparing to all spent time.

Choose time period for report

You can choose time period for reports which are displayed for user in below date element.

20.04.2015

Selected date is global for all reports in the application.

Viewing user activity

Window «Activities» intended for viewing history of the user activity. This window displays list of user activities for selected date how it is shown in below picture.

Activities - 20/04/2015										Close
Application	Start	Finish	Duration	Type	Title	URL	Project	Task		
excel.exe	16:44:52	16:44:55	00:00:03	Active	Microsoft Excel - Accounts		Business	Accounting		
notepad++.exe	16:44:55	16:44:57	00:00:02	Active	*new 54 - Notepad++		Design & Composition	Writing		
notepad++.exe	16:44:57	16:45:15	00:00:18	Active	D:\Temp\License.bt - Notepad++		Design & Composition	Writing		
tme.exe	17:22:12	17:22:18	00:00:06	Active	TME - Time Management Expert		Utilities	TME admin		
mspaint.exe	17:22:18	17:22:20	00:00:02	Active	Add Icon - Paint		Design & Composition	Graphic De		
explorer.exe	17:22:20	17:22:21	00:00:01	Active			Utilities	General [U		
winword.exe	17:22:21	17:22:24	00:00:03	Active	TME User Manual En - Microsoft Word		Design & Composition	Writing		
winword.exe	17:22:24	17:22:35	00:00:11	Active	FAQ - Microsoft Word		Design & Composition	Writing		
firefox.exe	17:22:35	17:22:53	00:00:18	Active	Microsoft Office Online - Word, Excel, and PowerPoint on...	https://office.live.com/start/default.asp...	Utilities	Web brow		
firefox.exe	17:22:53	17:23:02	00:00:09	Active	BBC - Homepage - Mozilla Firefox	http://www.bbc.com/	Utilities	Web brow		
firefox.exe	17:23:02	17:23:36	00:00:34	Active	Merkel not ruling out EU treaty change after Cameron tal...	http://www.bbc.com/news/uk-politics-...	Utilities	Web brow		
ieexplore.exe	17:23:36	17:23:44	00:00:08	Active	Sports News, Scores, Schedules, Standings, Stats, Photo...	http://www.msn.com/en-us/sports	Utilities	Web brow		
ieexplore.exe	17:23:44	17:23:47	00:00:03	Active	Sign in - Google Accounts - Internet Explorer	https://accounts.google.com/ServiceLo...	Social Networking	General [S		
ieexplore.exe	17:23:47	17:23:54	00:00:07	Active	Movies - YouTube - Internet Explorer	https://www.youtube.com/channel/UC...	Entertainment	Video		
ieexplore.exe	17:23:54	17:23:59	00:00:05	Active	Celtic Woman - You raise me up HQ Lyrics (Best Version ...	https://www.youtube.com/watch?v=6L...	Entertainment	Video		
ieexplore.exe	17:23:59	17:24:03	00:00:04	Active	Sports News, Scores, Schedules, Standings, Stats, Photo...	http://www.msn.com/en-us/sports	Utilities	Web brow		
ieexplore.exe	17:24:03	17:24:08	00:00:05	Active	NBA News, Scores, Schedule, Standings, Stats, Photos, ...	http://www.msn.com/en-us/sports/nba	Utilities	Web brow		
tme.exe	17:21:55	17:21:57	00:00:02	Active			Utilities	TME admin		

To show this window you need to select in application menu item «Activities».


There are following parameters are displayed in the window:

- Application - Application file name like notepad.exe
- Start – Time of the activity start in format HH:MM:SS, where HH – hour, MM – minutes, SS – seconds
- Finish – Time when activity was finished in format HH:MM:SS, where HH – hour, MM – minutes, SS – seconds
- Duration – Duration of the user activity with application in format HH:MM:SS
- Type – Activity type:
 - Active – User works on computer
 - Idle – User is inactive for at least 1 minute, there is no mouse and keyboard activity
 - Locked – Computer is locked
 - Offline – Computer is Off or application did not work
- Title – Title of the window which was active at certain moment, for example «Youtube – Explorer»
- URL - URL address of the visited page if you work in web browser
- Project – Project name for which activity was intended (if set)
- Task – Task name for which activity was intended (if set)
- Site – URL address of the visited site if you work with web browser
- Worklog – Sign if activity has been logged into JIRA or not


There is ability to use fast filter to search activities:

Activities - 20/04/2015										Close
google ieexplore										
Application	Start	Finish	Duration	Type	Title	URL	Project	Task	Site	
ieexplore.exe	00:27:26	00:27:27	00:00:01	Active	Google+ - Internet Explorer	https://accounts.google.com/...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	00:27:39	00:27:41	00:00:02	Active	Google+ - Internet Explorer	https://accounts.google.com/...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	13:36:22	13:37:38	00:01:16	Active	YouTube - Internet Explorer	https://accounts.google.com/...	Utilities	Web browsers	https://	
ieexplore.exe	13:41:48	13:41:50	00:00:02	Active	Cnpaeka - AdSense - Internet Explorer	https://support.google.com/a/...	Utilities	Web browsers	https://	
ieexplore.exe	14:24:09	14:24:10	00:00:01	Active	Fat Oliver - Google+ - Internet Explorer	https://plus.google.com/b/11142517519...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	14:24:10	14:24:13	00:00:03	Active	Flivera - Google+ - Internet Explorer	https://plus.google.com/b/11142517519...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	14:24:14	14:24:15	00:00:01	Active	Flivera - Google+ - Internet Explorer	https://plus.google.com/b/11142517519...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	14:24:15	14:25:53	00:01:38	Active	Google+ - Internet Explorer	https://plus.google.com/b/11142517519...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	14:25:53	14:26:43	00:00:50	Active	Google+ - Internet Explorer	https://plus.google.com/b/11142517519...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	16:44:43	16:44:48	00:00:05	Active	Google+ - Internet Explorer	https://accounts.google.com/...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	16:44:48	16:44:49	00:00:01	Active	https://accounts.google.com/ServiceLog...	https://accounts.google.com/...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	16:44:49	16:44:52	00:00:03	Active	Sign in - Google Accounts - Internet Expl	https://accounts.google.com/...	Social Networking	General [Social Networking]	https://	
ieexplore.exe	17:23:44	17:23:47	00:00:03	Active	Sign in - Google Accounts - Internet Expl	https://accounts.google.com/...	Social Networking	General [Social Networking]	https://	

For search purpose you can enter in fast filter line up to 5 words separated by space symbol. To start search please press search button at right side from fast filter line. After that search process will be started through text of the all data and list will be filled with found records.


Start fast search by filter	
-----------------------------	---

In order to clear search filter line and display all activities in the list you need to press button:

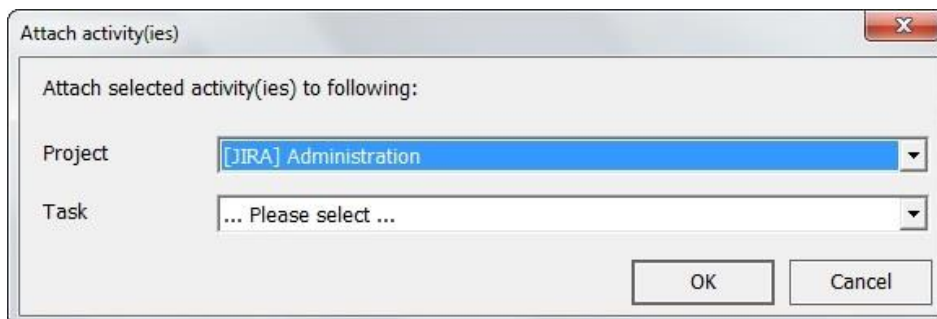
Clear search filter line and search results	
---	---

Binding Activity to the Project / Task

Application has ability to bind user activity to different tasks and projects to have clear view of the time spends. It can be done automatically or manually by User. In the window «Activities» you can select one or more activities in the list and bind them to selected Project and Task. In order to do this you need to select activities using button «Ctrl» or «Shift» and then press the button:

	Button	Keyboard
Binding selected activities to Project / Task		Insert

New window «Attach activity(ies)» will be open. You need to select necessary Project and Task to bind activity to and press «OK».



In case when selected project is related to external PMS – JIRA then it is mandatory to select Task for binding. Otherwise just a project is enough. List of Tasks to be chosen is related to Project selected by User.

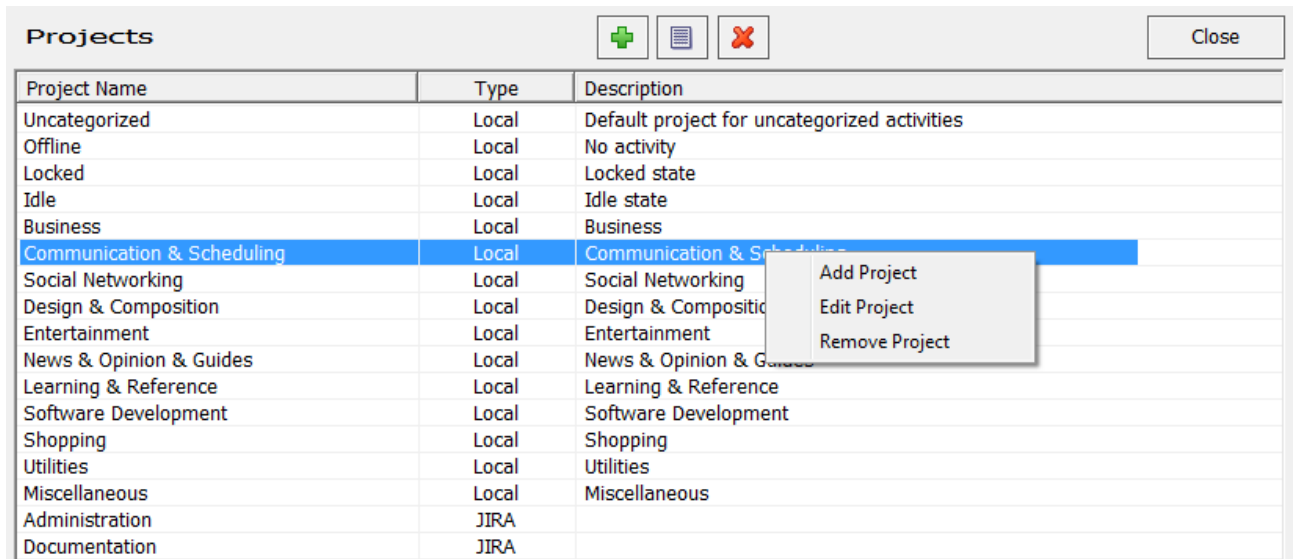
Important!

If logging work to JIRA has been already done for selected activity than it can't be bound to another Project or Task.

After binding to Project / Task has been finished window «Attach activity(ies)» will be closed and you will be back to list of the activities and list will be updated.

Managing Projects - Window «Projects»




Window «Projects» is intended for managing of the projects. It allows viewing all projects, adding, editing and removing projects. In order to open window you need to select in application menu «Projects».



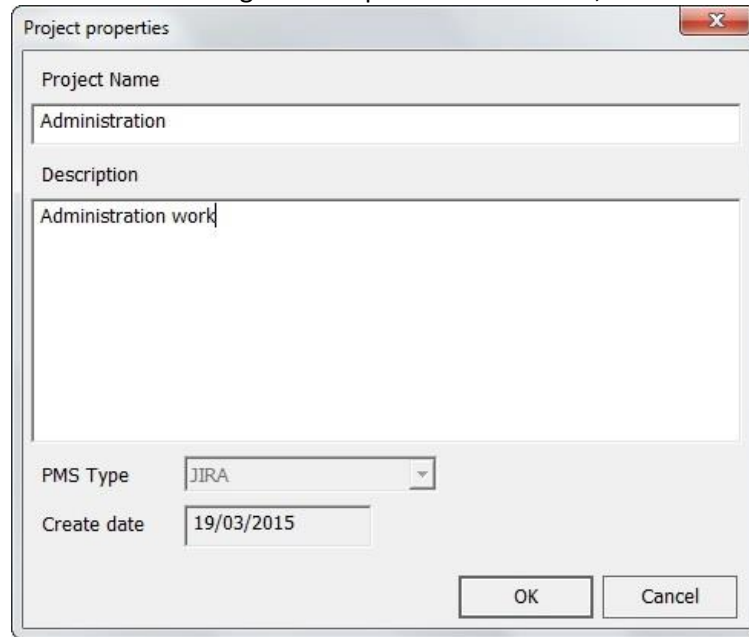
Project has following parameters:

- Projects name
- Type
 - Local (created in the application)
 - JIRA PMS (imported from the JIRA during synchronization of the projects)
- Description
- Creation date

You have following possibilities in the window:

	Button	Keyboard	Mouse
Adding project		Insert	
Editing project		Enter	Double Click
Removing project		Delete	

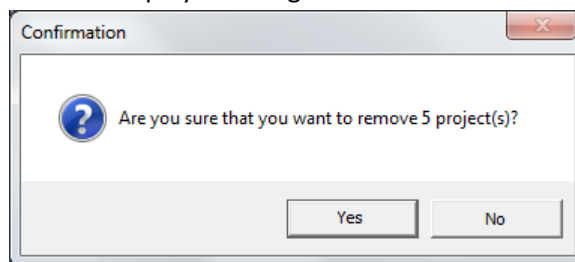
During adding and editing of the project following window is displayed with project properties:



The 'Project properties' dialog box contains the following fields and controls:

- Project Name:** A text input field containing the text 'Administration'.
- Description:** A larger text input area containing the text 'Administration work'.
- PMS Type:** A dropdown menu with 'JIRA' selected.
- Create date:** A date input field containing '19/03/2015'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.




It is possible to remove more than one project at the same time. For this purpose you need to select projects to be removed using keyboard keys «Ctrl» and «Shift». Before removing selected projects application perform confirmation and displays message:



The 'Confirmation' dialog box displays a question mark icon and the text: 'Are you sure that you want to remove 5 project(s)?'. It includes 'Yes' and 'No' buttons at the bottom.

Managing Tasks - Window «Tasks»




Window «Tasks» is intended for managing of the tasks. It allows viewing all tasks, adding, editing and removing tasks. In order to open window you need to select in application menu «Tasks».

Tasks					Close
					
Project	Task Name	Type	Description	Default	
Uncategorized	Uncategorized	Local	Default task for uncategorized activities	Yes	
Business	Accounting	Local	Accounting task for business activity		
Business	Administration	Local	Administration task for business activity		
Business	Customer Relations	Local	Customer Relations task for business activity		
Business	General [Business]	Local	General task for business activity		
Business	Marketing	Local	Marketing task for business activity		
Business	Project Management	Local	Project Management task for business activity		
Business	Sales	Local	Sales task for business activity		
Communication & Scheduling	Calendars	Local	Calendars task for communication activity		
Communication & Scheduling	Email	Local	Email task for communication activity		
Communication & Scheduling	General [Communication]	Local	General task for communication activity		
Communication & Scheduling	Instant Messages & Chats	Local	Instant Messages & Chats task for communication activity		
Communication & Scheduling	Meetings	Local	Meetings task for communication activity		
Social Networking	General [Social Networking]	Local	General task for social networking activity		
Social Networking	Professional Networking	Local	Professional Networking task for social networking activity		
Design & Composition	Audio Editing	Local	Audio Editing task for design and composition activity		
Design & Composition	Engineering & Drafting	Local	Engineering & Drafting task for design and composition activity		
Design & Composition	General [Design]	Local	General task for design and composition activity		
Design & Composition	Graphic Design	Local	Graphic Design task for design and composition activity		

Task has following parameters:

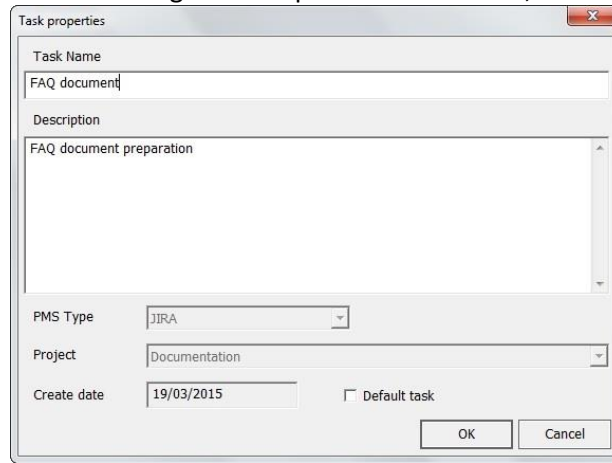
- Task name
- Type
 - Local (created in the application)
 - JIRA PMS (imported from the JIRA during synchronization of the tasks)
- Description
- Project
- Status «Default task» (means that uncategorized activity will be bind to this task if parameter set)
- Creation date

You have following possibilities:

	Button	Keyboard	Mouse
Adding task		Insert	
Editing task		Enter	Double Click
Removing task		Delete	

During adding and editing task following window is displayed

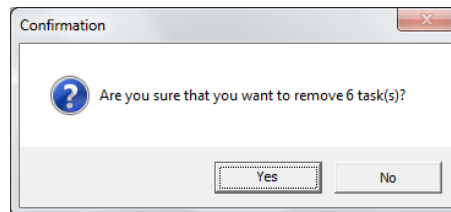
Time Management Expert – User Manual, 2015



The 'Task properties' dialog box contains the following fields and controls:

- Task Name:** A text input field containing 'FAQ document'.
- Description:** A text area containing 'FAQ document preparation'.
- PMS Type:** A dropdown menu with 'JIRA' selected.
- Project:** A dropdown menu with 'Documentation' selected.
- Create date:** A date input field containing '19/03/2015'.
- Default task:** An unchecked checkbox.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

It is possible to remove more than one task at the same time. For this purpose you need to select tasks in the list to be removed using keyboard keys «Ctrl» and «Shift». Before removing selected tasks application performs confirmation and displays message:



The 'Confirmation' dialog box displays the following:

- Icon:** A blue question mark icon.
- Text:** 'Are you sure that you want to remove 6 task(s)?'
- Buttons:** 'Yes' and 'No' buttons at the bottom.

Parameter **«Default Task»** means that uncategorized activity will be bind to this task if parameter set. It is possible to mark as default only one task at the same moment.

Window «Applications»

Window «Applications» contains list of the all applications which were active during user activity on the computer. In order to open this window you need to select in application menu «Applications».

It contains applications list with their parameters:

- Application – application file name like explorer.exe
- Path – path to application file (if available)
- Create date – date of the first application activity

Applications			Close
Application	Path	Create Date	
tme.exe	C:\Program Files\Time Management Expert\TME.exe	30/05/2015	
explorer.exe	C:\Windows\explorer.exe	30/05/2015	
chrome.exe	C:\Program Files (x86)\Google\Chrome\Application\chrome.exe	30/05/2015	
iexplore.exe	C:\Program Files\Internet Explorer\iexplore.exe	30/05/2015	
wmplayer.exe	C:\Program Files (x86)\Windows Media Player\wmplayer.exe	30/05/2015	
lingvo.exe	D:\Program Files (x86)\ABBYY Lingvo 12\Lingvo.exe	31/05/2015	
excel.exe	C:\Program Files\Microsoft Office\Office14\EXCEL.EXE	31/05/2015	
firefox.exe	C:\Program Files (x86)\Mozilla Firefox\firefox.exe	31/05/2015	
totalcmd.exe	D:\Program Files\totalcmd\TOTALCMD.EXE	31/05/2015	
notepad.exe	C:\Windows\SysWOW64\notepad.exe	31/05/2015	
csrss.exe	C:\Windows\system32\csrss.exe	31/05/2015	
skype.exe	C:\Program Files (x86)\Skype\Phone\Skype.exe	31/05/2015	
dwm.exe	C:\Windows\System32\dwm.exe	31/05/2015	
taskmgr.exe	C:\Windows\System32\taskmgr.exe	31/05/2015	
winword.exe	C:\Program Files\Microsoft Office\Office14\WINWORD.EXE	31/05/2015	
mspaint.exe	C:\Windows\System32\mspaint.exe	31/05/2015	
notepad++.exe	C:\Program Files (x86)\Notepad++\notepad++.exe	31/05/2015	

Window «Web sites»

Window «Web sites» displays list of the all web sites URLs you visited. In order to open window you need to select in application menu «Web sites».

Web sites		Close
Web site		
https://accounts.google.com		
https://docs.google.com		
https://mail.google.com		
https://office.live.com		
https://plus.google.com		
https://support.google.com		
https://time-management-expert.net		
https://translate.google.com		
https://www.facebook.com		
https://www.google.com		
https://www.kickstarter.com		
https://www.linkedin.com		
https://www.mozilla.org		
https://www.youtube.com		
http://www.msn.com		

Window «Rules»

Application has unique ability to classify user activity and automatically bind it to different Projects and Tasks. As result you will have opportunity to have information about spent time per projects and tasks.

For this purpose special entities are used – Rules. Rule it is a group of the conditions how to classify user activity.




Window «Rules» is intended for managing Rules. In order to open this window you need to select in application menu item «Rules». Window displays list of all Rules with their statuses (Enable, Disable) and priorities how shown in below picture.

Rules														Close	
N	Status	Priority	Application	Task	Project	Title	Web site	URL	Path	Activity T...	Start	Finish			
1	Enable	Normal			Offline					Offline					
2	Enable	Normal			Locked					Locked					
3	Enable	Normal			Idle					Idle					
4	Enable	Low		General [Business]	Business				infopath.exe	Active					
5	Enable	Low		General [Business]	Business				onenote.exe	Active					
6	Enable	Low		General [Business]	Business				mshpub.exe	Active					
7	Enable	Low		Accounting	Business				excel.exe	Active					
8	Enable	Low		Accounting	Business				msaccess.exe	Active					
9	Enable	Low		Project Management	Business				winproj.exe	Active					
10	Enable	Low		Email					outlook.exe	Active					
11	Enable	Low		Email				https://mail.google.com		Active					
12	Enable	Low		Instant Messages & C...					viber.exe	Active					
13	Enable	Low		Instant Messages & C...					skype.exe	Active					
14	Enable	Low		Instant Messages & C...					icq.exe	Active					
15	Enable	Low		Instant Messages & C...					msnmsgr.exe	Active					
16	Enable	Low		Communication & Sch...						Active					
17	Enable	Low		General [Social Netw...	Social Networking			https://twitter.com		Active					
18	Enable	Low		General [Social Netw...	Social Networking			https://plus.google.com		Active					
19	Enable	Low		General [Social Netw...	Social Networking			https://www.facebook.com		Active					
20	Enable	Low		General [Social Netw...	Social Networking			https://www.linkedin.com		Active					
				General [Social Netw...	Social Networking			https://www.pinterest.com		Active					

User activity can be classified by following parameters:

- Application (application file name like word.exe)
- Path to application on the disk full or its part (for example, C:\Windows\SysWOW64\Notepad.exe or just «SysWOW64»)
- Title of the window of the active application for the moment
- URL address of the visited web site if you work in web browser
- URL address of the visited page (Full or some part)
- Activity type (Active, Idle, Locked, Offline)
- Time period

You have following possibilities:

	Button	Keyboard	Mouse
Adding rule		Insert	
Editing rule		Enter	Double Click
Removing rule		Delete	

During adding and editing of the rule following window is displayed with rule properties

Rule Properties

Activities Parameters

Application: WINWORD.EXE Path:

Title: User Manual

Web Site: ... Please select ... URL:

Activity type: ... Please select ...

☐ Time period Start: 0:00:00 Finish: 0:00:00

Attach to

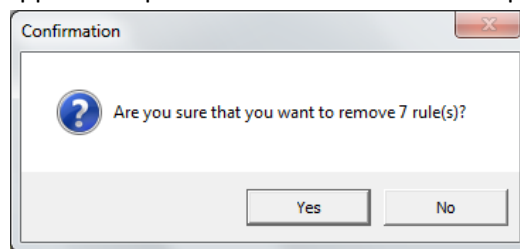
Project: Documentation Task: User Manual Preparation

Status: Enable Priority: Normal priority

OK Cancel

It is possible to remove more than one rule at the same moment. For this purpose select rules to be removed in the list using keyboard keys «Ctrl» and «Shift».

Before removing selected rules application performs confirmation and displays message:



For rule creation it is necessary to have at least one parameter (condition) and project/task. So if all rules conditions are true for current user activity than activity will be bound to defined project and task. If project in the Rule is related to JIRA then it is mandatory to select Task. Otherwise it is possible to use only project (For example project «The rest», «Training» for case when project does not have tasks inside).

In addition rule has following properties:

- Status (Enable, Disable) – It shows is rule active or not
- Priority (Lowest, Low, Normal, High, Highest)

It is possible such a case when some rules are true at the same time so we have question which rule will be used for binding. For this case rules have parameter «Priority». Rule that has bigger priority will be used. If all rules have the same priorities then rule which has more conditions will be used.

Rules examples

Rule Properties

Activities Parameters

Application: iexplore.exe Path:

Title: download office

Web Site: http://www.microsoft.com URL:

Activity type: Active

☒ Time period Start: 9:00:00 Finish: 17:00:00

Attach to

Project: Administration Task: ... Please select ...

Status: Enable

Priority: Normal priority

OK Cancel

User activity will be bind to project «Administration» when:

- You are active on computer
- AND You work in Internet Explorer (iexplore.exe)
- AND you serf web site <http://www.microsoft.com>
- AND Title of the visited page contains in any place words **download** and **office**
- AND time on computer 09:00:00 or more AND less than 17:00:00 (probably working time)

Also rule is enable and has Normal priority.

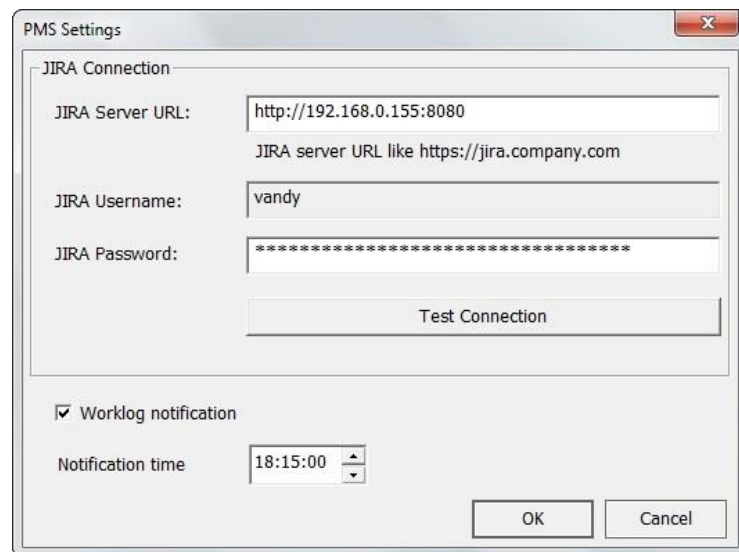
Integration with External Project Management Systems (PMS)

Application has ability to work together with project management system Atlassian JIRA.

- Application can import projects and tasks from JIRA
- Register work (Logging work) into JIRA. Start time and duration are got automatically. You can write description for logging work and change start time if necessary
- There is a notification possibility for Logging work at the certain time that can be set up by user

JIRA connection parameters setup

In order to set up JIRA connection parameters you need to select in application menu PMS > PMS Settings. Window «PMS Settings» will be opened if license for user is related to JIRA.



The screenshot shows the 'PMS Settings' dialog box with the 'JIRA Connection' tab selected. It contains the following fields and controls:

- JIRA Server URL:** A text field containing 'http://192.168.0.155:8080'. Below it is a hint: 'JIRA server URL like https://jira.company.com'.
- JIRA Username:** A text field containing 'vandy'.
- JIRA Password:** A password field with masked characters '*****'.
- Test Connection:** A button located below the password field.
- Worklog notification:** A checked checkbox.
- Notification time:** A time selection control showing '18:15:00'.
- OK** and **Cancel** buttons at the bottom right.

In this window there are following parameters

- JIRA Server URL
- JIRA User name
- Password for JIRA User

JIRA Username is taken from the license

There is a possibility to perform test connection to JIRA according connection parameters from this window. For this purpose is intended button «Test Connection».

If test connection was successful then information window will be displayed



If there is no ability to connect to JIRA server then following information window will be displayed.
Probably there is an error in JIRA Server URL



If JIRA server URL has been reached but host was not able to authorize user then following information window will be displayed.



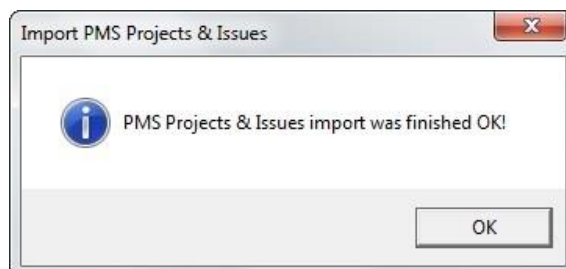
In addition it is possible in the window to setup notification about necessity of the Logging Work and start Logging work process. In order to set notification enable you need to set checkmark near «Worklog notification» and set notification time near «Notification time». When entered time is reached window for logging work will be opened to do Logging work by user.

Application must be started to process notification logic.

Projects and Tasks import from JIRA

Application has ability to import tasks and projects related to JIRA User name which was set in connection settings to JIRA server. In order to start import you need to select in application menu PMS > Import PMS Projects Issues.

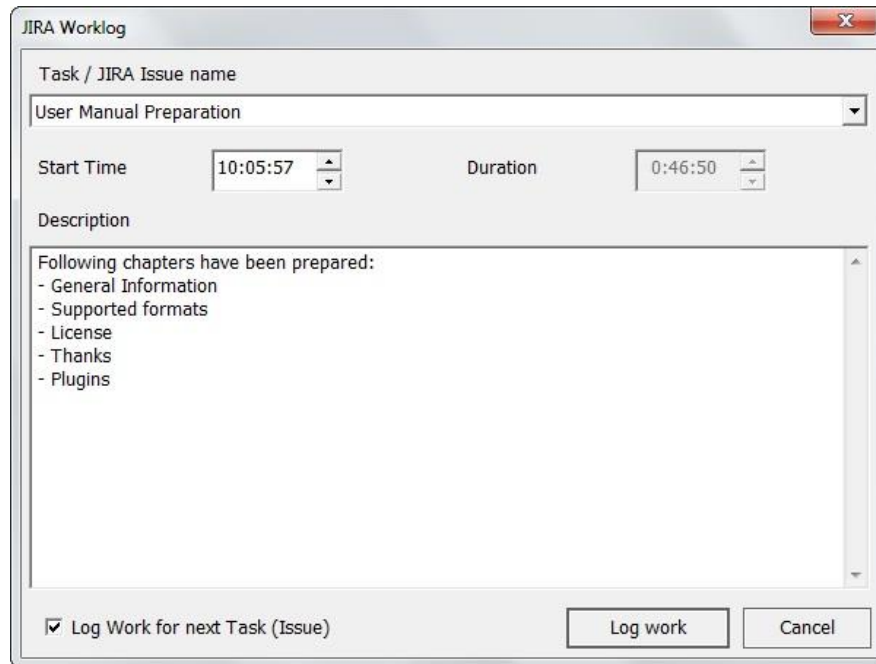
After that import will be started. Projects and Tasks which don't exist in application will be created and marked as related to JIRA. If import process is finished successfully then following message will be displayed.



Logging work into JIRA

Application allows logging work into JIRA for tasks that previously were imported from JIRA during import Projects and Tasks process. In order to start Logging Work process you need to select in application menu PMS > PMS Worklog.

After that application checks if there any activities related to JIRA tasks for selected time period. If Yes application will prepare information about tasks (with not null time spends), start time and duration and put it in window «JIRA Worklog»



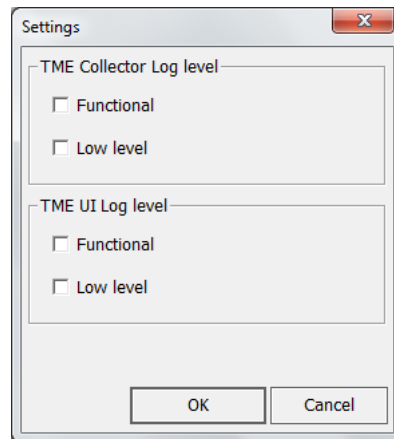
This window displays:

- Task names in dropdown list «Task / JIRA Issue name»
- Start time when you started to work under task («Start Time»)
- Total task duration («Duration»)

You can change start time if necessary and write Description for work like in above picture. Press button «Log work» to start Logging work process. After logging work is finished window will be closed. But if you have more than one task for logging and want to process logging work one by one for tasks then you need to set checkmark «Log Work for next Task (Issue)». In this case logging work will be performed sequentially and window will be close when any tasks remains.

Application parameters

In order to display application parameters window you need to select in application menu «Settings».



Window «Settings» contains settings for logging level for TME Collector which collects activity and TME UI (user interface application).